

## Records Notice

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### DVR-initiated release (We sent these records to you because...):

- ☐ We want to determine if this person is eligible for comparable benefits.
- ☐ We are purchasing services from you for this person, and you need this material to provide services.
- ☐ Other -- Explain:

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### Response to records request (more than one item may be checked):

- ☐ **Records have been provided.** We have provided a copy of the record up to the date the authorization was signed. We cannot release records acquired after \_\_\_\_\_ without another authorization.
- ☐ **Portions of the record were withheld to comply with existing laws.**
- ☐ Please contact the Social Security office regarding their records.
- ☐ Please contact the Veteran's Administration regarding their records.
- ☐ Records from the following were not released because of conditions imposed by the source:
- ☐ **Your request is incomplete.** We cannot provide the information because a required part of the authorization is missing. The missing information is noted on your release.

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- ☐ **Certified copy provided.** You have been sent a true and accurate copy of the record with any restrictions noted above.

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- ☐ **Records fee due.** Records fees must be paid before we release this material. Please pay by check made out to the Department of Workforce Development. If we do not hear from you within ten (10) working days, we will assume you do not wish to obtain the information you requested.

**The amount due is \$\_\_\_\_\_. Please send your payment to us in the enclosed envelope.**

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Records Custodian Signature

Date Signed

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**Appeal of records decision.** You may appeal this decision by calling (800) 442-3477 or by writing to the DVR Records Custodian at PO Box 7852, Madison, WI 53707.

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**Legal basis** - Personal information in DVR records is confidential per 34 CFR 361.38, Code of Federal Regulations, DWD-68 Wisconsin Administrative Code, and s. 146, Wisconsin State Statutes. Records may be withheld if the request fails to meet any of the legal conditions.

**Penalties for improper disclosure** - If DVR has released personal information to you, you are not authorized to further release those records. Penalties for improper disclosure may include a fine of up to \$100,000.00, up to three years and six months prison term, or both [s. 146.84(2)(c), Wisconsin Statutes].

**Access to confidential records** - Except as provided by law, access to confidential records requires written informed consent by the subject of the record. Access to records may be denied due to conditions imposed by the source of the record under 34 CFR 361.38. Commonly restricted records include Social Security records - call (312) 353-7345 for consultation; Veteran's Administration records - call (414) 384-2384 for consultation; Department of Health and Family Services records - call (608) 266-5445 for consultation; and Department of Workforce Development - call (608) 266-3189 for consultation. If records relating to HIV/AIDS, drug or alcohol diagnosis, or treatment of mental disorder are not specified in the authorization, the records custodian cannot disclose any information relating to those conditions.

**Records fees** - Make checks payable to the "Department of Workforce Development". Under s. 19(3)(c), you may be required to pay record fees in advance if the costs exceed \$5.00.

Photocopy fees	The first 100 copies are free. Fees for additional copies are as follows: <ul style="list-style-type: none"><li>• For 101-200 copies, the fee is \$10.00.</li><li>• For 201-300 copies, the fee is \$20.00.</li><li>• For More Than 300 copies, the fee is \$30.00 plus \$10.00 for each additional 100 copies.</li></ul>
Certified Records	The fee for certified records is \$2.00 plus \$.20 per page.
Electronic Files	The fee for copying an electronic record to a disk is \$2.00 per disk. If the request is by mail, the total charge is \$5.00 including handling and postage.
Postage	You may be assessed actual mailing costs as part of the total record fees.
Other Fees	Retrieval or locations fees apply only if the costs exceeds \$50.00. Fees for creating records, editing existing records, and returning the extracted material to its original state or position in a larger record are actual costs.

**These records are confidential and may not be re-released.**